



MANAGEMENT CONSULTING

7 PROMONTORY DRIVE
WALLINGFORD CT 06492
(203) 284-3707
randi@randifrank.com
www.randifrank.com

Executive Search Services
Organizational Studies
Human Resources
Risk Management
Purchasing

Terms & Conditions

General Services Administration Contract # GS-02F-014BA

NAICS Code 541612 – Human Resources Consulting Services

SIN # 595-21 Human Resources Services

Federal Supply Schedule 738X

CAGE Code 3K7P0

Contract Period 10/22/2013 to 10/21/2018

Contact Information:

Ms. Randi Frank
Randi Frank Consulting, LLC
7 Promontory Drive
Wallingford, CT 06492
Email: randi@randifrank.com or rfrank05@snet.net
Office Phone: 203-284-3707 (call in advance to fax)
Cell Phone: 203-213-3722

Services Provided:

Executive Search Services and Recruitment Services.

- Will provide hourly services for various phases of recruitment services as well as a set fee for full Executive Search.
- GSA Hourly fee is \$94.71 and full Executive Search is \$17,000 plus up to \$7,000 for travel expenses of consultant and up to \$2000 for advertising expenses.
- Executive Search Services include: Extensive review of position, job description, agency and needs of the position, challenges to be faced all included in color profile about position; advertising and extensive recruiting through appropriate professional associations; review of resumes via telephone interviews, questionnaires, etc.; preparation of report for semi-finalist and finalist list of candidates based on agency requirements; background/reference check of candidate; assistance with interview process; assistance with negotiations of compensation; and setting of goals for new employee plus follow up for first year. We provide a hands on personal touch for all our executive searches and any recruitment work.
- See additional information on last page

Business Type: Women Owned Small Business & Economically Disadvantage
Women Owned Small Business

1a Table of awarded special item number(s) with appropriate cross reference to item descriptions and awarded price(s)

See page above

1b Identification of lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price and cite the areas to which the prices apply

Hourly for various recruiting services

Commercial price is \$100/hour; most favored customer price is 5% discount \$95/hour and GSA price is 6% discount or \$94.71 including IFF

Full Executive Search

\$17,000 fee plus up to \$7,000 for travel expenses of consultant and up to \$2000 for advertising expenses. With \$1000 discount on fee if a second executive search is done for the same agency

1c If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item

Managing Member/President of Randi Frank Consulting – Ms. Randi Frank

Ms. Frank is owner and only employee with over 30 years of public service, and Masters in Public Administration. She has worked as a Budget/Management Analyst for two Virginia County Governments and served as an Assistant Town Manager for two Connecticut Towns. As Assistant Town Manager she served as acting Town Manager, Human Resources Manager, Purchasing Agent, Risk Manager, Grants Manager, Project Manager and Recycling Coordinator. As a Consultant, Ms. Frank has managed over 45 executive searches or recruitment processes and over 20 classification & compensation studies. She has served as interim Human Resources Manager, Risk Manager, Assistant Town Manager & Purchasing Agent on a consulting basis. She has work in CA, CT, RI, MA, DE & VA, with over 55 clients of which many have requested Ms. Frank to return to conduct additional projects on a regular basis.

2 Maximum order

\$1,000,000 (\$100,000 per quarter preferred to provide personal service)

3 Minimum order

\$100

4 Geographic Coverage

United States – 48 Contiguous States & Washington DC

5 Point(s) of production (city, county, and State or foreign country)

N/A

6 Discounts from List Prices or Statement of Net Price

Hourly for various recruiting services

Commercial price is \$100/hour; most favored customer price is 5% discount \$95/hour and GSA price is 6% discount or \$94.71 including IFF

Full Executive Search

\$17,000 fee plus up to \$7,000 for travel expenses of consultant and up to \$2000 for advertising expenses. With \$1000 discount on fee if a second executive search is done for the same agency

7 Quantity discounts

Full Executive Search

\$1000 discount on fee if a second executive search is done for the same agency

8 Prompt Payment Terms

Net 30-45 days 0% 0days

9a Notification that Government purchase cards are accepted at or below the micro-purchase threshold

Accept micro-purchase threshold

9b Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold

Not accepted

10 Foreign items (list items by country of origin)

N/A

11a Time of Delivery (Contractor insert number of days.)

As agreed to by Contractor and Agency – usual executive searches take between 2 and 4 months depending on various factors

11b Expedited Delivery. The Contractor will insert the sentence “items available for expedited delivery are noted in this price list” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery

Based on size and scope of project the contractor and agency can discuss options for expedited delivery

11c Overnight and 2 day delivery. The Contractor will indicate whether overnight and 2 day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2 day delivery

N/A

11d Urgent Requirements. The Contractor will note in its price list the “Urgent Requirement” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery

Based on size and scope of project the contractor and agency can discuss options for urgent requirements or faster delivery

12 F.O.B. point(s)

United States – 48 Contiguous States & Washington DC

13a Ordering Address(es)_

Ms. Randi Frank
Randi Frank Consulting, LLC
7 Promontory Drive
Wallingford, CT 06492
Email: randi@randifrank.com or rfrank05@snet.net
Office Phone: 203-284-3707 (call in advance to fax)
Cell Phone: 203-213-3722

13b Ordering procedures: For supplies and services, the ordering procedures information on Blanket Purchase Agreement (BPA's) are found in FAR 8.405-3

Based on size and scope of project the contractor and agency can discuss options for Blanket Purchase Agreements

14 Payment Address

Randi Frank Consulting, LLC
7 Promontory Drive
Wallingford, CT 06492

15 Warranty Provision

- We are committed to excellence. We guarantee the highest quality of work and its success in your environment. To accomplish this, we will continue the work until the Agency is satisfied with the candidates and a satisfactory candidate is selected and accepts employment
- We guarantee our work and will redo the search if the position is vacated, for any reason, within one year of the employment date of a candidate select by the Agency through our efforts

16 Export packing charges, if applicable

N/A

17 Terms and conditions of Government purchase card acceptance (any thresholds above the micro purchase level)

N/A

18 Terms and conditions of rental, maintenance and repair (if applicable)

N/A

19 Terms and conditions of installation (if applicable)

N/A

20 Terms and conditions of repair parts indication date of parts price lists and any discounts from list prices (if applicable)

N/A

20a Terms and conditions for any other services (if applicable)

N/A

21 List of service and distribution points (if applicable)

N/A

22 List of participating dealers (if applicable)

N/A

23 Preventative maintenance (if applicable)

N/A

24a Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and or reduced pollutants)

We use recycled paper in office

24b If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other locations) The EIT standards can be found at: www.section508.gov/

N/A

25 Data Universal Number System (DUNS) Number

089887918

26 Notification regarding registration in Central Contractor Registration (CCR) database

Yes

Addition Service Description of Full Executive Search

This is a sample proposal from Randi Frank Consulting, LLC for an executive search to find qualified candidates for administrative position. This example is for a municipal Finance Director. We would adjust the process for each position and agency (working with different stakeholders and different professional associations). The process used was as follows:

- Assisted the First Selectman, Human Resources, Board of Finance, staff and stakeholders to produce a comprehensive position profile and reach agreement about the expectations and competencies concerning the ideal candidate.
- Seeking out and encouraging top-level qualified people to apply who would otherwise be reluctant to respond to advertising.
- Saved the staff considerable time in establishing a position profile and revised job description as necessary. The position profile is presented in a brochure form that can

assist in recruiting high quality candidates while promoting the Town of Brookfield and the Region. See attached examples of position profiles.

- Reviewed resumes/applications to ensure candidates met minimum qualifications
- Complied with appropriate personnel regulations and guidelines.
- Independently and objectively assessed the qualifications and suitability of candidates for the position. This was done through various methods including telephone interviews, and a questionnaire that reflected the Town of Brookfield's needs.
- Preserved the confidentiality of inquiries to the degree possible under regulations
- Assisted Human Resources and First Selectman and Board of Finance with the various interview processes
- Assisted the Town in reaching a final decision and in negotiating a compensation package with the successful candidate.
- Kept the First Selectman, Human Resources, staff and stakeholders as desired closely involved in key decisions and informed of our progress with the search.

We recommended a five-step search process as follows:

1. Define job qualifications and requirements for the positions through a "Recruitment Profile"

We gather information from the appropriate stakeholders through one-on-one interviews, group interviews or focus groups. In developing the recruitment profile, we spend a considerable amount of time at the beginning of the process at the Town offices to gather additional information about the Finance Department and community and to learn the unique challenges of the job and the general environment within which the position functions.

2. Identify and recruit qualified candidates

We rely most heavily on our recruitment efforts through professional organizations and reaching out to similar Finance departments and related agencies. Our contacts and experience in the field will lead us to promising candidates. In other words, through "networking" we will conduct a professional search for the best-qualified candidates and invite them to apply for the position.

3. Evaluate prospective candidates

Criteria for the preliminary screening will be contained in the approved "Recruitment Profile." It may include such items as education, technical knowledge, experience, accomplishments, administrative style, personal traits, etc. Screening of candidates against those criteria will be based on data contained in the resume and other data provided by the candidates and on our knowledge of the organizations in which they work. We requested that all candidates who meet the minimum qualifications provide us, in writing, substantial information about their accomplishments and their administrative style. This information is gathered by having finalist respond to a supplemental questionnaire and personal telephone interviews.

4. Make recommendations, help with selection & interview process and facilitate employment.

We provide the Town with a semi-finalist list including resumes, letters, questionnaire and report on our telephone interview. The Town (a committee of HR, Board of Finance and Board of Selectman members) then selects top candidates who will go through a background check and be invited as a finalist for an interview at the Town (cost to bring

candidates to Town are and extra expense for Town). We develop questions and the interview process and manage logistics for the interviews.

5. Establish evaluation criteria and follow-up – If requested we assist with developing performance goals and objectives.

We follow all affirmative action and anti-discriminations laws during every executive search or recruitment. We make many efforts to recruit diverse candidates through networking and advertising in appropriate publications. We follow best practices for all recruitments and executive searches.

DELIVERABLES:

Guarantees

- We are committed to excellence. We guarantee the highest quality of work and its success in your environment. To accomplish this, we will continue the work until the Town is satisfied with the candidates and a satisfactory candidate is selected and accepts employment
- We guarantee our work and will redo the search if the position is vacated, for any reason, within one year of the employment date of a candidate select by the Town through our efforts

Contacts with Candidates by the Consultant

The number of contacts we have with each candidate can vary but a typical selection process would result in the following:

- Candidate contacts consultant after receiving notification of recruitment
- Consultant contacts candidate based on networking process
- Consultant contacts candidate to review materials received to determine if they meet the minimum qualifications
- Consultant contacts qualified candidates to complete various questionnaires or to provide more details about accomplishments and administrative style
- Consultant conducts telephone interview with candidates
- Consultant contacts semi-finalist candidates to determine the proper fit
- Consultant contacts candidates to obtain references
- Consultant conducts one-on-one interview of candidates, if requested
- Consultant contacts candidates to inform them if they have or have not been selected for finalist interviews and provides details of schedule for interviews
- Consultant contacts finalist candidates to inform them if they have or have not been selected as the top candidate (may have a couple of top candidates for a second interview). Work with selected candidate and Town to finalize agreement.

Number of on-site meetings anticipated

The number of on-site meetings varies with the needs and desire of the Town.

- Two days of on-site meetings by consultants to gather information about the Town, Finance Department, qualifications, challenges and opportunities facing the new position.
- On-site meeting with Town to review Recruitment Profile – this can also be done by email.

- On-site meeting with the First Selectman and Human Resources (in this case there were also a committee which included members of the Board of Selectman & Board of Finance) to present semifinalist candidates.
- On-site meeting with the First Selectman, Interview Committee and Human Resources to present final report with finalist candidates. This can also be delivered to the Town in advance so that it can be discussed right before the interviews begin.
- On-site meeting by consultants for interview process if desired.

Number and types of reports/documents provided

The number of reports varies with the needs and desire of the department. Recruitment

- Profile document in draft and final form
- Draft and Final copies of advertisement
- Numerous written, verbal or email status reports of progress on project
- Semifinalist List/Progress Report as described above
- Finalist Report as described above
- Negotiated employment agreement between Town and selected candidate, if desired